

APPROVED C.S.C MINUTES 9/14/12 ja

ANNOUNCEMENT NO. 116

CHIEF SYSTEMS ANALYST (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$27,325.56 - \$94,970.71** per year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, SEPTEMBER 28, 2012 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 25, 2012.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 25, 2012.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under general direction, is responsible for major sections of systems development, analysis and definition, systems and program specifications, and documentation of programs and systems, and/or computer control. Designs, develops, implements and maintains application or system software which supports complex business applications or control systems. Participates in the design of new computer systems, modification of existing systems, feasibility studies, analysis of business and/or control issues. Works with Technical Services (DBAs, Networking, Hardware Support), customers, and user groups. Defines system support needs and develops system requirements. Participates in the design and architecture of complex systems with database application and web components. Prepares training manuals related to information and/or computer control systems. Supervises staff analysts. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Computer Science, Mathematics, Physical Sciences, Engineering or closely related field from an accredited four (4) year college or university is required. Five (5) years of full time paid experience in information processing, at least three (3) of which must include systems analysis in addition to programming, is required. Must have a knowledge of information processing including systems analysis and programming techniques. Certification in Novell and NT is preferred. In addition, one (1) year of supervisory experience is required. (Substitution: Two (2) years of experience may be substituted for each year of college education lacking. Must have excellent written and verbal communication skills. A valid State of Ohio Driver's License is required. (NOTE: This does NOT include the Division of Water's Control Systems)

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER